

CLASSIFICATION: PROBATION-PAROLE OFFICER III

Class Code: 7103-24

Date Established: 11-15-83

Occupational Code: 3-2-5

Date of Last Revision: 5-13-13

BASIC PURPOSE: To supervise the operations of a field office to support Divisional goals and objectives, and to delegate case work and program responsibilities to subordinate probation and parole officers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises and coordinates daily work activities of field probation parole officers, including the development of work plans and procedures for a probation field office.
- Analyzes case management procedures in planning professional staff development and training programs.
- Identifies and resolves problems related to administrative and personnel issues in the course of daily operations of a district field office.
- Ensures execution of court orders and Parole Board directives.
- Coordinates field office operations with law enforcement agencies, Courts, corrections administrators, and the Parole Board.
- Maintains audits and evaluates record-keeping and reporting procedures to ensure agency standards are met.
- Assists in implementing and administering training programs for professional staff in a district office.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and terminating employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in psychology, sociology, social services, education, behavioral science, criminal justice or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' professional experience in probation, parole, social welfare, law enforcement, or corrections work, three years of which must have been involved in related field office supervisory and administrative tasks.

License/Certification: Certification as a Probation-Parole Officer by the New Hampshire Police Standards and Training Council. Must possess valid New Hampshire driver's license and have access to transportation with liability insurance as required by state law.

SPECIAL REQUIREMENTS: Must have residence telephone.

RECOMMENDED WORK TRAITS: Thorough knowledge of statutes governing probation and parole. Extensive knowledge of modern corrections principles and practices as applied in the rehabilitation, treatment, counseling and supervision of criminal offenders. Extensive knowledge of court procedures and requirements and Parole Board rules and procedures. Considerable knowledge of the principles and methods of effective supervision of convicted criminals and delinquents. Ability to analyze and evaluate professional data from field staff and makes recommendations to the Director of Field Services. Ability to supervise and coordinate the operations of a large probation-parole field office. Ability to establish and maintain effective working relationships with correctional institutions and agencies, field service personnel, court personnel, law enforcement and collateral agencies and the general public. Ability to communicate effectively orally and in writing. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.